

MINNESOTA DISTRICT COURT 7th JUDICIAL DISTRICT POSITION ANNOUNCEMENT		
OFFICIAL COURT REPORTER Appointing Authority: Honorable Skipper Pearson		
OFFICE & LOCATION Seventh Judicial District Stearns County Courthouse St. Cloud, Minnesota	CLASS Official Stenographic Court Reporter or Electronic Court Reporter Teamsters	WORK SCHEDULE Full-time

DESCRIPTION:

The Honorable Skipper Pearson is seeking an **Official Stenographic or Electronic Court Reporter**. This position is responsible for the verbatim recording and transcription of testimony from judicial proceedings, hearings, and conferences, in compliance with all applicable statutes and court rules or as directed by the appointing authority. Additionally, the court reporter serves as the judicial officer's confidential assistant.

RESPONSIBILITIES:

The responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings
- Reads or plays back testimony upon request
- Mark and record exhibits as presented at hearings
- Types findings of fact, memorandums of law, orders, legal papers and correspondence in the performance of duties as secretary for the judge
- Prepares transcripts and court orders
- Maintains accurate and complete files and records
- Maintains awareness of Rules, Statutes and policy changes/additions/deletions
- Serves as confidential assistant and secretary to appointing authority
- Some travel may be required

MINIMUM QUALIFICATIONS:

Stenographic: High school diploma or the equivalent; Graduate of a court reporting school approved by the National Court Reporter Association (NCRA); and designation of Registered Professional Reporter (RPR) from the NCRA or compliance with the Minnesota Supreme Court Order 81-876.

Electronic: High school diploma or the equivalent, supplemented by course work in secretarial sciences or paralegal training and experience in a law or court office; ability to successfully complete the Electronic Court Reporter certification exam as administered by the Minnesota State Supreme Court. **Successful candidate will be required to pass a criminal background check.**

SALARY RANGE:

\$17.80 hourly - \$27.75 hourly. Hiring at base salary, with upward adjustment to the mid-point based on experience. This position is eligible for State of Minnesota benefits.

APPLICATION DEADLINE: Position open until filled.

TO APPLY: To request an employment application form, please call (320) 656-6555, or download from www.courts.state.mn.us. Submit a completed application form, cover letter and resume to the address below:

Seventh Judicial District
Attn: Official Court Reporter, Position # 00319050
P.O. Box 1836
St. Cloud MN 56302
EOE